



No Child Left Behind Act (NCLB)

***FY 2004 Carry-Over Final Report
DIRECTIONS***



No Child Left Behind Act (NCLB)
Fiscal Year 2004
Carry-Over Final Report
DIRECTIONS

The following pages **must** be submitted for the FY 2004 NCLB Carry-Over Final Report:

- Title Page.
- Budget Summary – Report actual expenditures incurred during the carry-over project period.
- Budget Detail – Report actual expenditures incurred during the carry-over project period.
- Budget Detail – Administrative Expenditures – Report administrative expenditures incurred, *if applicable*.
- Flexibility Provisions-Transfer Detail Expenditures-Complete if funds were transferred among Titles.
- Federal Equipment Inventory – Complete if equipment was purchased.

<i>FINAL REPORT – TITLE PAGE</i>

- Check appropriate box to indicate if LEA is an individual applicant or a consortium applicant.
 - Complete project code with LEA's four-digit district code.
- Items 1-4. Complete all identifying information.
- Item 5. Enter the carry-over amount for each Title from the LEA's approved FY 2004 carry-over application.
- Item 6. Enter the amount expended for each Title during the carry-over project period (9/1/2004 - 8/31/2005).
- Item 7. Subtract the amount in item 6 from the amount in item 5 and enter the difference.
- Item 8. Enter the unexpended balance amounts from item 7 to be returned to NJDOE. Enclose a check for the indicated amount payable to ***Treasurer, State of New Jersey***, and submit with a copy of the first page of the report to:
- Office of Budget and Accounting**
Revenue and Grant Services
PO Box 500
Trenton, NJ 08625-0500
- Item 9. Total each column.
- Item 10. Provide a brief, but specific, description of why all funds were not expended/obligated within the carry-over project period. This **must** be completed if funds are indicated in item 7.
- Item 11. Signature of Board Secretary and date.
- Item 12. Signature of Chief School Administrator and date.

BUDGET SUMMARY – FINAL REPORT – EXPENDITURES

- Complete the identifying information including project code with LEA's four-digit district code.
- By expenditure category, indicate the amounts *expended* during the carry-over project period. Enter subtotals and total amounts.
- The Grand Total for all expenditures must equal the expended amount entered on the Title Page, item 6.
- The LEA Business Administrator **must** sign and date this page.

BUDGET DETAIL – FINAL REPORT – EXPENDITURES

- Complete the identifying information including project code with LEA's four-digit district code.
- Provide detail to match entries on the Budget Summary page. Include the expenditure categories for the activities supported by the project, the function/object codes, a description of the expenditure, and the amount expended. **Note:** The equipment threshold is \$2,000.
- Where salary is allocated for TPAF employees, **ensure the FY 2005 minimum percentage for TPAF/FICA (14.05%) has been expended/obligated for object code 200-200.** For those employees working for more than their base salary (i.e., stipends), an additional 7.65 percent of the wages in excess of the base salary must be budgeted for FICA.
- The totals for each GAAP code must match the totals listed on the Budget Statement – Expenditures, Page 2.
- The Grand Total must equal the amount listed on the Title Page, item 6 and the Grand Total on the Budget Statement – Expenditures page.
- Please note: administrative costs should not be included on this form and should be listed separately on the Budget Detail Administrative Expenditures form.
- The LEA Business Administrator **must** sign and date each budget expenditure page.

BUDGET DETAIL – FINAL REPORT – ADMINISTRATIVE EXPENDITURES

- Follow the same directions as the Budget Detail – Final Report – Expenditures page. Show *only* administrative costs incurred.
- **Note:** Administrative costs expended (for both original and carry-over project periods) must not exceed 5% (2% for Titles III and IV) of the original approved award of any Title.

- The LEA Business Administrator **must** sign and date this page.

FLEXIBILITY PROVISIONS –TRANSFER DETAIL-EXPENDITURES

- Complete the identifying information including project code with LEA’s four-digit district code. On this page show *only* costs transferred between Titles, if applicable. ***All transfer restrictions and limits apply.***
- List funds under the original Title and indicate with a minus sign. Correspondingly, list funds under the new Title and indicate with a plus sign.
- In the description/itemization column, flag the transfer by indicating where the funds were actually used and list the amount with a plus sign.

FINAL REPORT – FEDERAL EQUIPMENT INVENTORY

- Complete identifying information including project code with LEA’s four-digit district code.
- The total of the unit acquisition costs listed must equal the equipment costs listed on the Budget Summary and Budget Detail pages, expenditure categories 400-731 and 400-732. The equipment threshold is \$2,000.
- If the equipment does not have a serial number, an identification number must be assigned.
- For items partially funded, indicate the total unit acquisition cost, the NCLB cost *by each Title* and the percentage of NCLB funds utilized by Title.
- The LEA Business Administrator **must** sign and date this page.